

ARCHITECTURAL COMMITTEE PROCEDURES

I. Processing of Application for Exterior Improvement

1. Upon receipt of Application and Plans, the Coordinator reviews them for overall completeness.
 - A. If application and/or plans are found to be incomplete, they are sent back to the home-owner, or the homeowner is contacted in person - to obtain information or data lacking.
2. The Coordinator pulls the applicable homeowner file from the Architectural Committee Files.
3. The Coordinator reviews the application and plans to determine homeowners intent for project.
 - A. Coordinator visits home-owners property to review, with homeowner if possible, the intent of the plans in the context of the actual landscaping and location.
 - B. If deemed necessary, the Coordinator will take one or two polaroid pictures in order to clarify the intent of the plans when they are submitted to the entire Architectural Committee for review.
4. The Coordinator prepares a copy of the Architectural Committee Review Form for use in presenting application and plans to the other members of the Committee.
5. At the Architectural Committee meeting the plans and application are reviewed.

- A. If plans and application are found to be inadequate, they are returned to the homeowner with an explanatory letter requesting additional data or clarification be added and the documents be resubmitted to the committee.
 - B. If plans and applications are found to be satisfactory, approval is granted by the committee.
6. The homeowners file folder, with application form, plans and committee review form attached, is submitted to the club office for typing of the letter to be submitted to the homeowner.
7. After the approval/disapproval letter has been typed? it is reviewed by the Coordinator for completeness and correctness.
 - A. Two copies of the letter are reproduced -distribution as follows:
 - (1) original to homeowner
 - (2) copy put in homeowners file, along with application form and plans
 - (3) copy to Coordinator - for chronological file maintained by the Coordinator.
8. The Architectural Committee review form is retained by the Coordinator, to become a part of the minutes for that committee meeting.
9. Homeowners file is returned to the Architectural Committee files.

1. Upon receipt of a complaint form alleging a possible CC&R violation, the coordinator first determines if the complaint falls under the jurisdiction of the Architectural Committee and the CC&R's.
 - A. If it is determined that the complaint is not appropriate for Architectural Committee Action - A letter is sent to the writer of the complaint explaining this and suggesting who should be contacted regarding the complaint - for example:
 - (1) Barking dogs - or dogs messing on homeowners property - Contact should be San Diego Dept. of Animal Control.
 - (2) Campers, boats, trailers, etc. parked excessively long on the street - contact should be the San Diego Police Department
 - B. If the complaint does appear to be a matter falling under the jurisdiction of the CC&R¹s, the coordinator pulls the homeowner files for both the alleged violator and for the homeowner submitting the complaint.
2. The coordinator reviews, on site, the alleged CC&R violation.
 - A. If deemed necessary, the coordinator may take one or more polaroid pictures of the violation.
3. If the complaint is valid, the coordinator prepares a letter to the homeowner violator as follows:
 - A. Identification and description of the violation.
 - B. Verbatim quotation of the applicable section of the CC&R¹s.
 - C. Action expected of the homeowner to resolve the violation - and a time frame for its accomplishment.
 - D. Included with the letter is a copy of the Board of Directors Policy for Processing CC&R violations.
4. The coordinator prepares a letter to the homeowner who submitted the alleged violation form. In this letter the homeowner is thanked for submitting the violation form, and thus assisting the Architectural Committee in enforcing the CC&R¹s.

5. The letters written to the violator and to the submitter of the violation form are submitted, with the appropriate file folders, to the club office for typing
6. After the letters have been typed, they are reviewed by the coordinator for completeness and correctness.
 - A. Three copies of the violation letter are reproduced
 - (1) Original to homeowner
 - (2) Copy put in homeowners file.. along with a copy of the original complaint form.
 - (3) Two copies to the coordinator
 - (a) Copy for coordinators chronological file
 - (b) Copy to be given, at next committee meeting, to committee member who is responsible for monitoring that portion of HCW.
 - B. Two copies of the letter to the submitter of the violation form are reproduced.
 - (1) Original to homeowner submitting form
 - (2) Copy put in homeowners file, along with a copy of the original complaint form.
 - (3) Copy put in coordinators chronological file.
7. Both homeowners files (violator and reporter of violation) are returned to the Architectural Committee files.
8. The coordinator retains a copy of the letter to the violator for follow-up at a later date as stated in the letter.
9. If the letter to the homeowner violator is ignored and not acted upon, within the time frame stated in the letter, the Board of Directors Policy regarding processing of CC&R violations is brought into play until the matter is resolved.